

City of Evansville Department of Metropolitan Development  
Request for Proposals No. 1

Monday, June 30, 2008

# Request for Proposals Notification

***Project Location:*** Evansville, IN

***Response Due Date and Time:*** 07/21/2008 and no later than 5:00 pm (CST)

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

**Contact for Questions:** Mick Conati  
VP Downtown Development  
318 Main Street, Fifth Floor  
Evansville, IN 47708  
812-424-2986

## **Submittal requirements:**

1. Letter of Interest (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

**Submit To:** Jane Reel, Department of Metropolitan Development  
306 Civic Center Complex, 1 N.W. Martin Luther King, Jr. Blvd.,  
Evansville, IN 47708

## **Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

## **Requirements for Letters of Interest (LoI)**

### **A. General instructions for Preparing and Submitting a Letter of Interest (LoI)**

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten(10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

### **B. Letter of Interest Content**

#### **1. Identification and Qualifications**

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. ([http://www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)).

- c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

## 2. Key staff and Project approach

- a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work.  
Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

## **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. ([http://www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls))

**DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.**

## **Work item details:**

City of Evansville, Department of Metropolitan Development

### **Project Location:**

The Study Area is bounded by Lloyd Expressway on the north; Riverside Drive/Ohio River on the south; Martin Luther King Jr. Blvd. on the north east; Chestnut St. on the south east and Fulton Ave. on the west. The area includes the Central Business District.

INDOT District covering project: *Vincennes District*

INDOT Des#: (if known) 0710176

### **Project Phases Included:**

Pre-design, Enhanced Streetscape Master Plan, Schematic Design

### **Project Description:**

The purpose of this planning effort is to provide the City of Evansville an appropriate streetscape enhancement program specifically tailored to the needs and desires of Evansville. Perceived traffic flow problems in downtown Evansville deter residents and visitors from coming into the downtown. Conversion of several one-way streets into the downtown, opening up left turns at two locations where currently prohibited and the creation of gateways and street corner improvements are intended to encourage residents, shoppers, and visitors to utilize downtown for business and entertainment. The downtown district identification, wayfinding and signage will reinforce motorist orientation to downtown destination.

The streetscape plan should outline the prioritized incorporation of streetscape improvements, including cohesive streetscape fixtures, sidewalk and crosswalk treatments, plazas and fountains, public art placement, urban landscaping, street trees, historic markers and points of interest, patio dining, street furniture and signage. The plan should provide streetscape development plans that accommodate on-street parking, minimize vehicular/pedestrian conflict, encouraging the efficient safe pedestrian and vehicular circulation. The plan should provide recommendations for pedestrian linkages, within a cohesive downtown streetscape, while at the same time capturing the distinct identities of the various downtown neighborhoods, existing pedestrian trails and activity centers.

The Study Area is a varied and mixed-use area, comprised mostly of an assortment of commercial developments in changeable states of economic viability and building quality. Several churches are also located in the area.

## **Scope of Consultant Services**

The City is seeking qualified firms or teams with appropriate expertise to undertake planning and design work for the Downtown Streetscape Improvement project. Community engagement will be an important part of the project. Consultant Services include the following primary tasks:

1. Pre-Design:
  - a. Coordinate with DMD to obtain a topographic survey of existing improvements and utilities within the project area
  - b. Work with DMD and the Downtown Division of GAGE to identify key community groups, businesses, agencies and other user to involve prior to the design process
  - c. Inventory existing trees and make recommendations for replacement and additional installations
2. Enhanced Streetscape Master Plan:
  - a. Prepare streetscape design and treatments including paving, sidewalk and crosswalk enhancements, urban landscaping, roadway and pedestrian lighting, potential locations for plazas, sculpture fountains, public art, street furniture, graphic images and themes, and points of interest/historic markers.
  - b. Identify the level and type of streetscape treatments and enhancements to be placed on specific streets, based on traffic flow, use and Functional Street Plan classification and downtown district.
  - c. Recommend public access enhancements within the downtown area and identify pedestrian linkages between the various downtown districts and adjacent neighborhoods.
  - d. Recommend appropriate on-street parking applications for individual streets based on traffic flow, pedestrian movement and functional street plan classification.
  - e. Implement an effective community engagement approach in order to obtain community and City input throughout the project
  - f. Collaborate with the selected design team artist on the development of design concepts, design elements and public art opportunities
3. Schematic Design:
  - a. Prepare an enhanced Schematic Design for the project area streetscape that includes but is not limited to the following:
    - Multi-modal design including pedestrian, bicycle, vehicular and ADA accessibility
    - Sidewalk improvements using high-albedo materials for paving, pavement materials etc.
    - Cut-off street and pedestrian lighting
    - Street furniture and amenities
    - Informational, district identity and wayfinding signage
    - Integrated natural stormwater management into landscape design incorporating extensive low-maintenance native landscaping
    - Restaurant outdoor seating use with unencumbered pedestrian paths
    - Sense of entry district gateways and connections to adjacent neighborhoods
    - Public art opportunities
    - Integration of pocket park or other public space
  - b. Provide conceptual renderings for proposed streetscape improvements

### **Streetscape Improvements**

Streetscape improvements include the following priority areas:

1. Fulton Avenue Improvements:

- Prepare concept designs for gateway entrances and enhancements at the Fulton/Lloyd Expressway interchange and at 2<sup>nd</sup> Street
  - Prepare designs and documents for Fulton Avenue streetscape, median, and greenway improvements from proposed Lloyd Expressway interchange to Riverside Drive
  - Prepare concept designs for access improvements from Fulton Avenue to American General's campus and Casino Aztar's entertainment district and related parking destinations
2. Riverside Drive Improvements
- Prepare project designs and documents for median landscape and crosswalk improvements at new turning lanes along Riverside Drive from Fulton Avenue to Walnut Street
3. Downtown Streetscape Improvements:
- Prepare designs and documents for paving treatment of intersection sidewalks related to new signalization and street conversions from one-way to two-way
  - Prepare project designs and documents for downtown streetscape improvements for streets to be determined
  - Prepare designs and documents for district identification and wayfinding signage system

Estimated Construction Amount: *Approximately 2 million dollars*

Funding:

Funding for this project includes Federal Highway Administration and Indiana Department of Transportation (INDOT) through the Transportation Bill FY 2006 and local funds.

Term of Contract: To be determined by project scope

DBE goal: 5%

Required Prequalification Categories:

- 2.1 Traffic Data Collection
- 2.2 Traffic Forecasting
- 3.1 Routine and Minor Traffic Capacity and Operations Analysis
- 5.1 Environmental Document Preparation
- 5.7 Air Quality Analysis
- 5.8 Noise Analysis and Abatement Design
- 6.1 Topographical Survey Data Collection
- 8.1 Non-Complex Roadway Design
- 10.1 Traffic Signal Design
- 10.4 Lighting Design

# Selection Rating for RFP: \_\_\_\_\_

**Consultant Name:** \_\_\_\_\_

**Services Description:** \_\_\_\_\_

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
<b>Past Performance</b>	<b>Performance evaluation score averages from historical performance data.</b>				
	Quality score for similar work from INDOT performance database.			6	
	Schedule score from INDOT performance database.			3	
	Responsiveness score from INDOT performance database.			1	
<b>Capacity of Team to do Work</b>	<b>Evaluation of team's personnel and equipment to perform the project on time</b>				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
<b>Team's Demonstrated Qualifications</b>	<b>Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
<b>Project Manager</b>	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2		10	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume'	0			
	Experience in different type or lower complexity.	-1			
<b>Approach to Project</b>	<b>Project Understanding and Innovation that provides cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
<b>Location</b>	<b>Location of assigned staff office relative to project</b>				
	Within 50 miles	1		5	
	51 to 150 miles	0			
	151 to 500 miles	-1			
	Greater than 500 miles	-2			
<b>Weighted Sub-Total</b>					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

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Item No. \_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION**

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see [www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

**SUBCONSULTANTS**

**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): \_\_\_\_\_

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): \_\_\_\_\_

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_